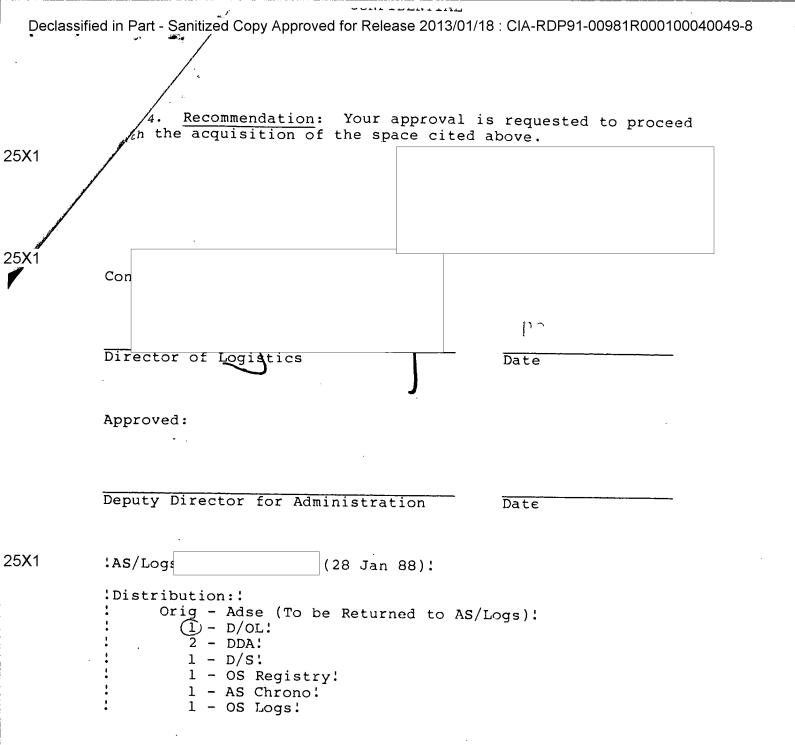
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25X1	MEMORANDUM FOR:	Deputy Director for Administration
	VIA:	Director of Logistics
	FROM:	Director of Security
	SUBJECT:	Request for Approval to Acquire Additional Space for the Office of Security's Washington Field Office
25X1 25X1	renovate additio	Requested: Approval is requested to acquire and mal office space for the Office of Security's Office (OS/WFO)
25 <b>X</b> 1	2. Background: Although negotiations are currently in process concerning the leasing of approximately square feet of office space adjacent to our present office, it is requested that strong consideration be given to the acquisition	
25X1	of an additional deliberation and security represe square feet of o larger vault are vault area would files, plus a CP	square feet of office space. Upon exchange by architects, safety and physical ntatives, it was determined that the additional ffice space would be needed to incorporate a a than initially proposed. The additional house all of the Reinvestigation Personnel U and a separate TWX room complex. The current Washington Field Office cannot accommodate all
25X1	3. Cost Con	siderations: The present office is leased by the General Services
25X1	Administration (GSA) at a cost to the Agency of per year. The Office of Logistics has requested that GSA extend the present lease for another five years. GSA is presently	
25 <b>X</b> 1 25 <b>X</b> 1	negotiating a five year lease for square feet of office space at a cost to the Agency of approximately	
25X1	annually. Payment to GSA for the additional square feet of	
25X1 25X1	office space are estimated to be approximately annually. A one time renovation expense is estimated at	
25/1		
25X1 25X1		
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